

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF PROJECTS/PLAN COORDINATION**

SALARY: **\$6779 - \$7474**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **JUNE 17, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Division of Transportation Planning (DOTP), the Supervising Transportation Planner is responsible for managing, directing and developing policies and practices for the Caltrans statewide project initiation documents (PID) efforts including the statewide allocation of resources. The incumbent coordinates future project development project candidates and priorities with strategic and system wide plans, goals and objectives. The incumbent also represents DOTP in project management improvement process efforts and teams, and coordinating project candidates and priorities with project management systems under development, and provides overall coordination of related efforts with the Capital Outlay programs, Traffic, Maintenance and Programming. The incumbent represents DOTP for project management issues within the Project Management and Design and Local Programs and overall for project-plan coordination with project management, design, traffic operations, maintenance, environmental, division of engineering services and programming. Responsibilities include, but are not limited to:

- Manages the PID effort for capital, major related programs and State Transportation Improvement Program (STIP) coordination with programming.

- Determines yearly district allocations of resources to accomplish strategic and system plan goals and objectives including a 10 year SHOPP Plan; manages resources issues overall including district disputes on resources levels.
- Coordinates PID efforts with all capital and related programs/divisions and programming.
- Works cooperatively with programming during STIP cycles to assess project proposals considering life cycle benefit cost analyses and project priorities with related Statewide and Regional Plans and Programs.
- Provides instructions and guidance to districts for preparing yearly work programs for PID efforts for PID efforts for STIP and SHOPP cycles and evaluates linkage of proposed PIDs with project priorities in regional transportation plans, congestion management programs, the Interregional Transportation Strategic Plan, and the 10-Year SHOPP Plan.
- Monitors and evaluates the numbers and types of projects with completed PIDs. Monitors the numbers and types programmed; manages the amount of PID Shelf within the Department to effectively utilize resources.
- Monitors and evaluates quarterly progress by districts to complete yearly work programs and assess statewide PID readiness for upcoming STIP and SHOPP programming cycles.
- Evaluates budget resource levels in districts to effectively carry out the PID effort including identifying the need for resource increases and effective resource management.
- Prepares recommended resource allocations and monitor district resource expenditures for PIDs to ensure districts manage with their allocations.
- Coordinates or prepares budget change proposals for resource increases for PIDs, PID oversight, and preliminary investigations for STIP projects.
- Participates on process improvement teams and quality teams for all aspects of project development and delivery.
- Identifies training needs with related programs and coordinates with capital and related programs.
- Coordinates input to process improvement and training with system planning with the Office of Advanced Transportation System Development.
- Works with project management to identify the placement and effective integration of the future project candidates and priorities within project management systems under development.
- Coordinates with the Office of Goods Movement and System Planning to integrate the Transportation System Development Programs and other major Regional Transportation Plan and Congestion Management Program projects into the project management systems.
- Engages in other assignments such as strategic planning, planning regulations, legislative bill analysis, and operation plans, development of BCP's and SPR proposals, and prepares technical correspondence, issue papers, and special assignments.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

Or II

Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

KNOWLEDGE AND ABILITIES

Knowledge of: Department's budgeting process; Department's Equal Employment Opportunity Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Department's Equal Employment Opportunity Program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of the Department of Transportation.

Ability to: Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to the Department's safety, health, labor relations, and Equal Employment Opportunity Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

Only the most qualified candidates will be interviewed. In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and ability to effectively lead, supervise, direct and manage an office of varied professional and technical staff.
- Demonstrated knowledge and experience in examining existing policy and seeking new and more efficient ways of conducting business.
- Demonstrated knowledge and experience in developing and sustaining cooperative work relationships both internal and external departments.
- Demonstrated communications expertise, including developing and delivering presentations.
- Demonstrated knowledge to meet the goals and objectives of the Department's mission statement and the strategic plan.
- Demonstrated knowledge of the Department's project delivery processes related to the planning programs.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Demonstrated ability to establish and maintain cooperative working relationships with state, federal and local agencies, industry advocacy groups, and the business communities.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. **The application should specify the classification; position title and the MSP number 10MSP17.**
- No faxed or e-mail applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **JUNE 17, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (10MSP17)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.